CHRIS User Guide: Completing an Annual Appraisal

CHRIS Responsibility Required: Manager Self-Service

Module Overview

Purpose

As part of the automation of the APPAS policy, supervisors can manage performance evaluations and appraisals through CHRIS Self-service. This automation includes issuing performance plans, and conducting mid-year/interim/annual appraisals. Once the annual appraisal has been created in Build Performance Plan, the manager/main appraiser will need to complete the annual in the Appraisals section of APPAS. This guide offers instructions for completing the annual appraisal.

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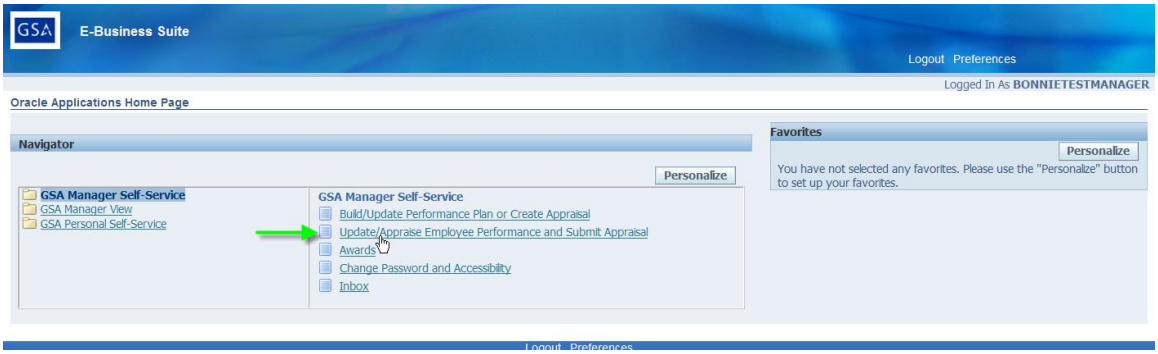
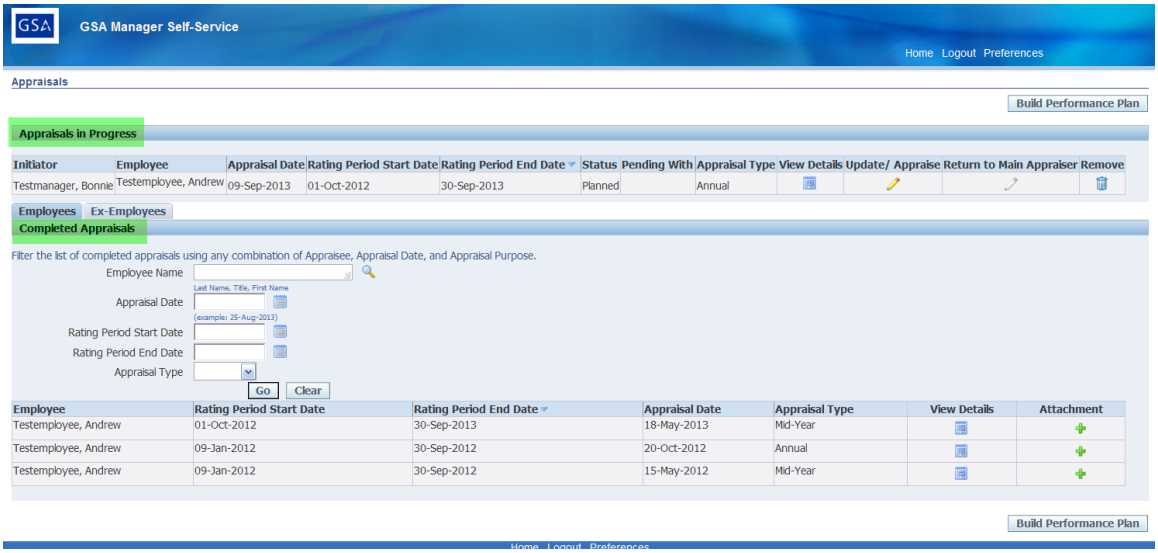
Locating the Appraisal

After logging in to CHRIS, click on the **GSA Manager Self-Service** responsibility, then select the **Update/Appraise Employee Performance and Submit Appraisal** menu option**.**



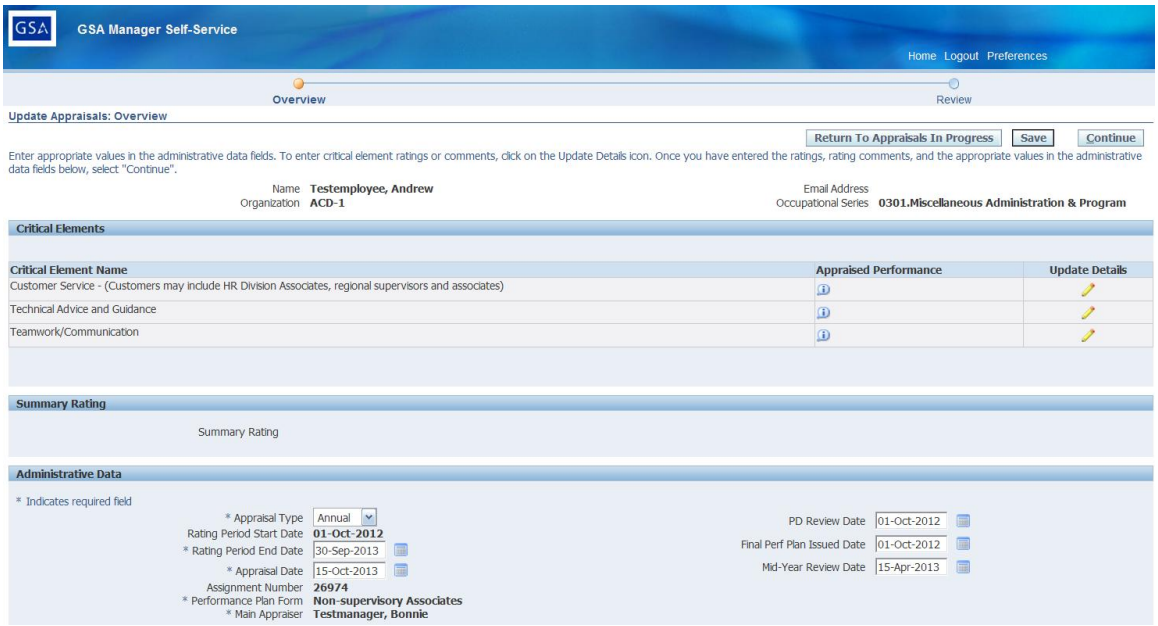
This will take you to the **Appraisals** screen, which is separated into two sections: **Appraisals in Progress** and **Completed Appraisals**. **Appraisals in Progress** gives you a list of Appraisals that you created in **Build Performance Plan**. These are the appraisals we will be working with, in this user guide.



Completing the Appraisal

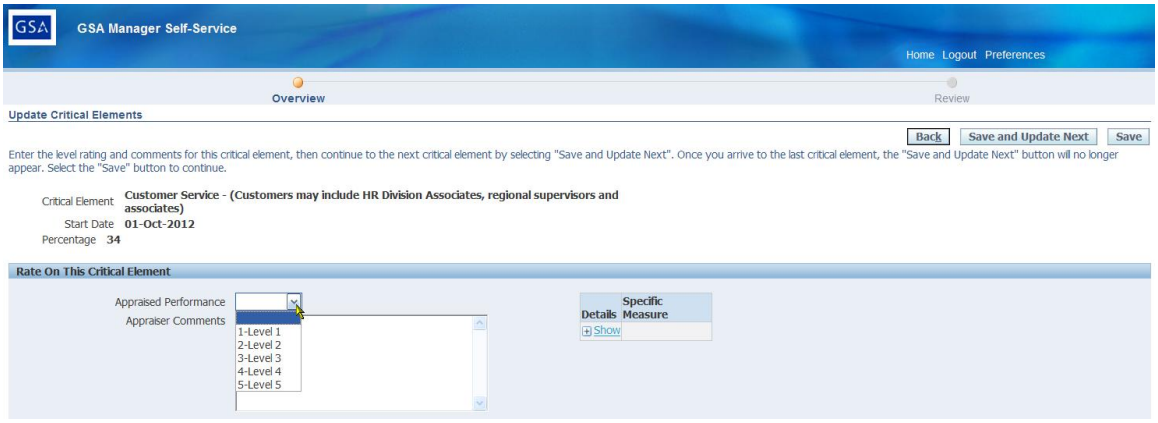
To begin the process of completing the appraisal, select the **Update/Appraise** icon , in the row of the respective employee.

The **Update Appraisals: Overview** screen allows the user to modify the **Appraisal Type**, **Rating Period End Date**, **Appraisal Date**, **PD Review Date**, **Final Performance Plan Issued Date**, and **Mid-Year Review Date**. Once these dates are confirmed as accurate, select the **Save** button. Next, begin the rating process by selecting the **Update Details** icon , in the row of the 1st critical element.

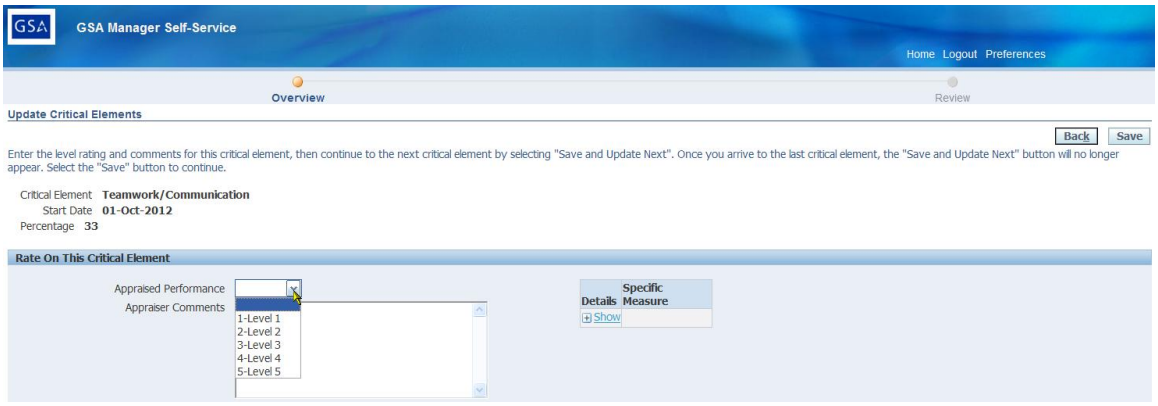


Select a rating level and include your comments for the employee's performance, in regard to the critical element shown. You may type these comments directly into the field, or copy and paste them from a Word document. Once this is complete, select the **Save and Update Next** button, to rate the next critical element.

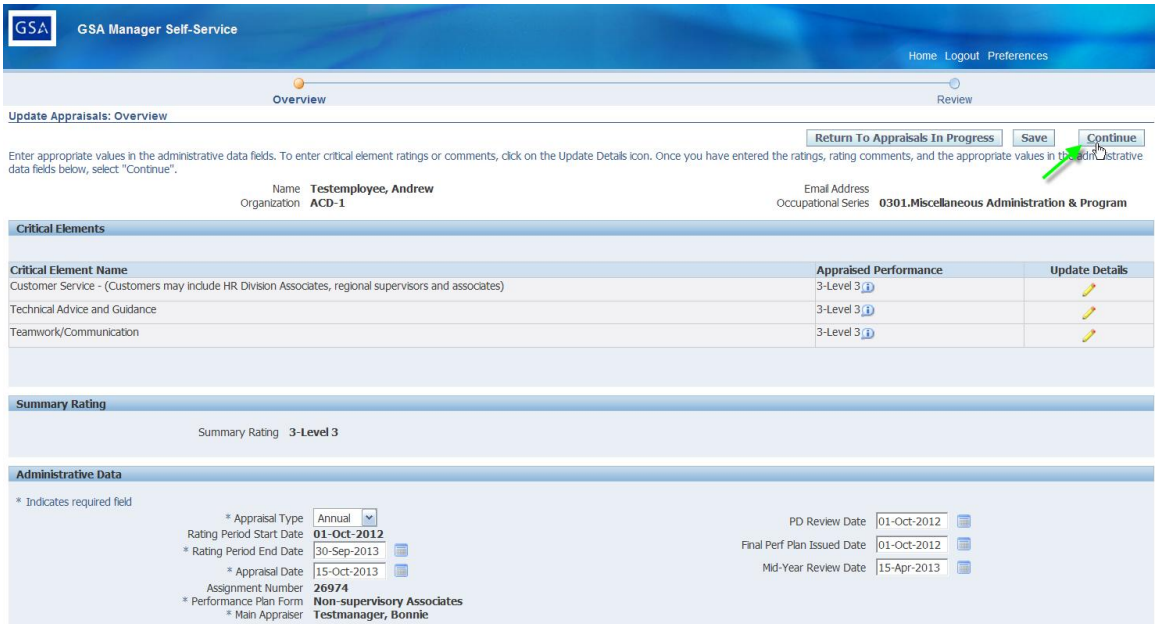
Important: The **Appraiser Comments** field will accept the first 2,000 characters. All characters beyond 2,000 will not appear in the Appraisal form.



Continue the process of selecting a rating, typing in comments, and clicking the **Save and Update Next** button until you reach the last critical element. Once you reach the last critical element, select the **Save** button, after including your rating and comments.



Now that a rating has been issued for all of the critical elements, you have the opportunity to review the ratings that you have issued, as well as make any last changes to the appraisal dates. Once confirmed as accurate, select the **Continue** button.

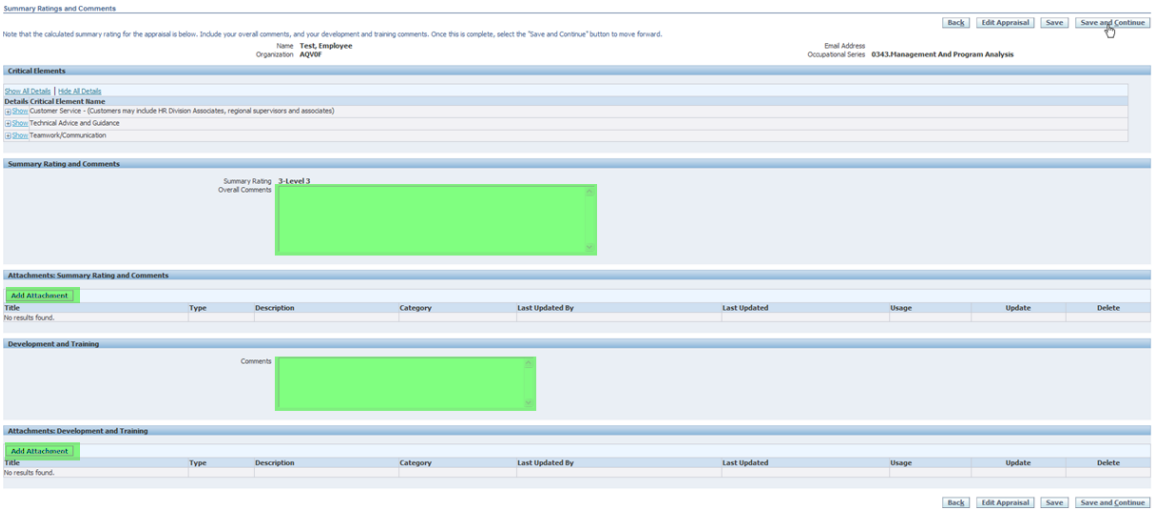


The **Update Appraisals: Review** screen allows you to review the appraisal data, in a non-editable format. If you must make any revisions, select the **Back** button. Otherwise, select the **Continue** button.

If you must change the main appraiser for the appraisal (not common at this stage in the process), select the **Change Main Appraiser** button. Otherwise, select the **Summary Ratings and Comments** button.

The **Summary Ratings and Comments** screen allows you to include your **Summary Rating Overall Comments** and **Development and Training Comments.** You may type these comments directly into the field, or copy and paste them from a Word document. Once completed, select the **Save and Continue** button.

Important: The **Summary Rating Overall Comments** and **Development and Training Comments** fields will each accept up to 2,000 characters. All characters beyond 2,000 will not appear in the Appraisal form. Use of the attachment functionality will allow you to document comments that go beyond the 2,000 character limitation in the field. Attachments made on the **Summary Ratings and Comments** screen will be stored with the completed appraisal in CHRIS.

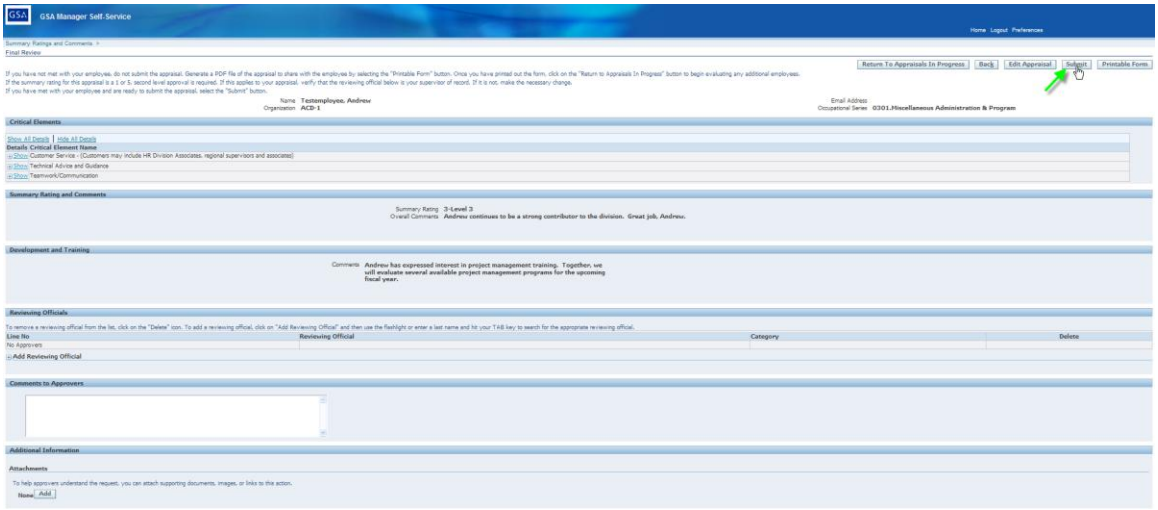


Submitting the Appraisal

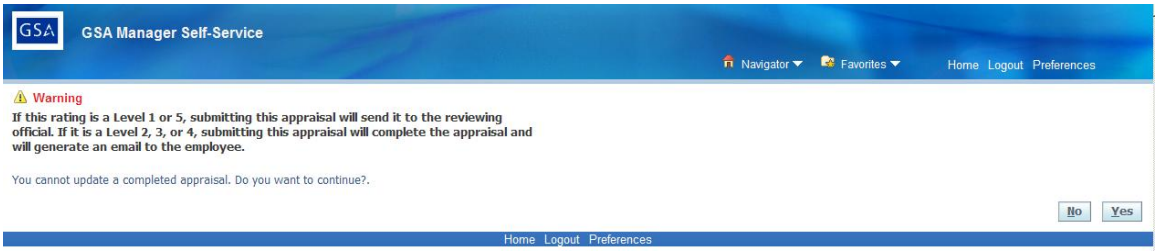
You are now viewing the **Final Review** screen. If you have not met with the employee, do not submit the appraisal. Rather, generate a PDF of the appraisal by selecting the **Printable Form** button, which you can share with the employee. Once the meeting has taken place and you are ready to submit, return back to this screen. If your rating is a level 1 or level 5, the appraisal will require a 2nd level of approval. You may use the **Comments to Approvers** field, and the attachment functionality, to offer support for the rating to the 2nd level approver.

Note: Any comments provided in the **Comments to Approvers** field and/or any attached files you provide to the approver on this screen will not stay with the appraisal. They are exclusively for the approver and will not be stored with the completed appraisal in CHRIS. They are used only in the approval process as a means to include additional support to the 2nd level approver.

Once the appraisal is confirmed as accurate, select the **Submit** button.

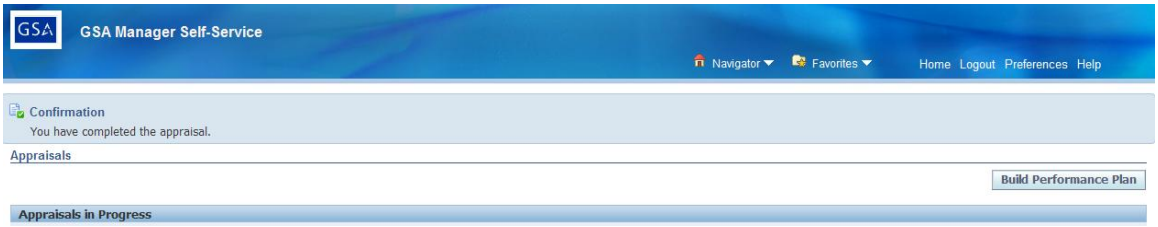


The **Warning** screen appears, notifying you that a level 1 or 5 will be submitted to a 2nd level approver, and a level 2, 3, or 4 will generate an email to the employee. If you are ready to submit the appraisal, select **Yes**.



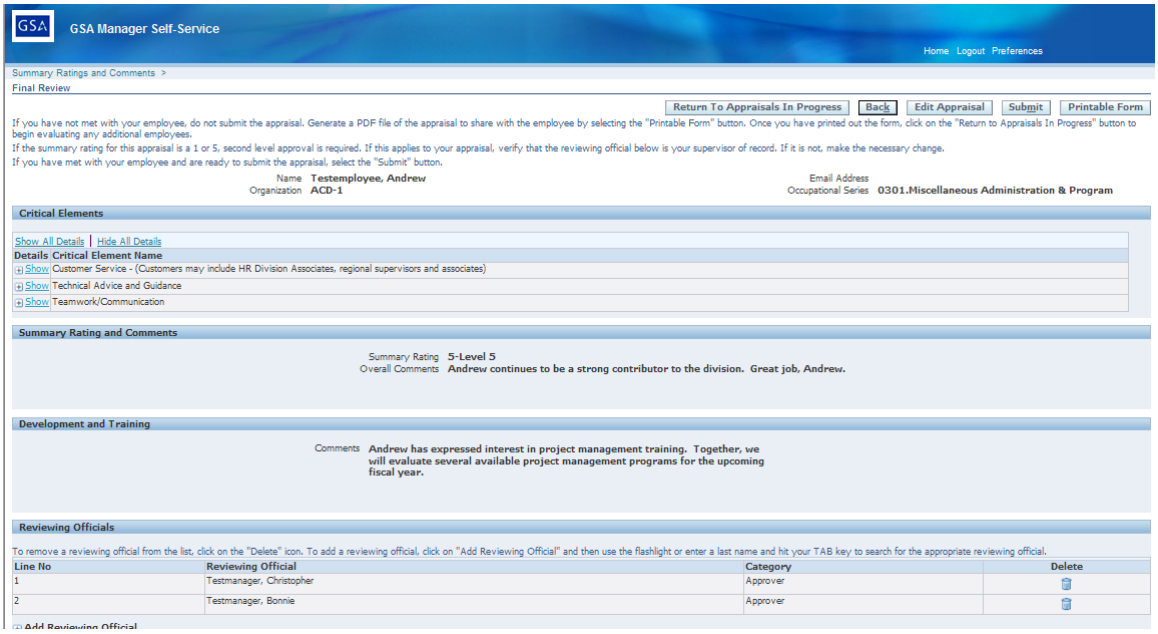
The confirmation message appears, confirming that the appraisal has been completed, or submitted for approval. If the appraisal was submitted for approval, once approval is received, the appraisal will be returned to you for final submission. You will receive a notification via email letting you know the action that the approver took. If approved, the appraisal can be accessed in your Manager Self-Service Inbox. See the next section of this guide for more information on the approval workflow.

To continue completing appraisals, look for the next appraisal under **Appraisals in Progress**. If the appraisal has not been created, select the **Build Performance Plan** button to view performance plans and create additional appraisals**.**



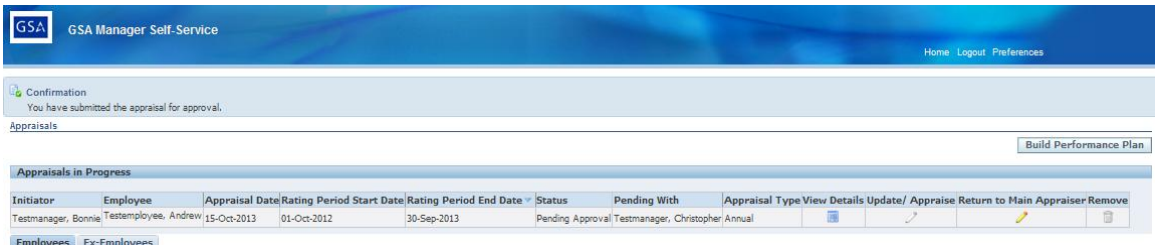
Understanding the Approval Workflow

If the appraisal requires a 2nd level of approval (rating level 1 or 5), on the last screen before submitting the appraisal, you'll see the 2nd level approver's name under the section **Reviewing Officials**. On line 1, the upper row, you'll see the name of the 2nd level approver. This is the main appraiser's supervisor of record in CHRIS. If the 2nd level approver is incorrect, please reach out to your servicing HR office to have this corrected in CHRIS. If the 2nd level approver is the main appraiser's supervisor of record but due to some circumstance the 2nd level approver is unable to approve, the 2nd level approver can be changed by selecting the **Delete** icon, then by clicking on **Add Reviewing Official**. On line 2, the lower row, you'll see the name of the main appraiser (i.e., your name, if you are the main appraiser). This is because the approval workflow is setup so that after the 2nd level approver approves, the main appraiser receives an email notification of approval, then meets with the employee, then lastly submits the appraisal in CHRIS which generates the email notification to the employee. After confirming that the Reviewing Officials are accurate, select the **Submit** button.



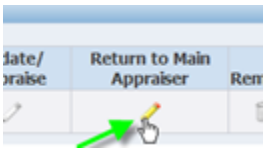
The **Warning** screen appears, notifying you that a level 1 or 5 will be submitted to a 2nd level approver, and a level 2, 3, or 4 will generate an email to the employee. If you are ready to submit the appraisal, select **Yes**.

A **Confirmation** message appears, confirming that you have submitted the appraisal for approval.



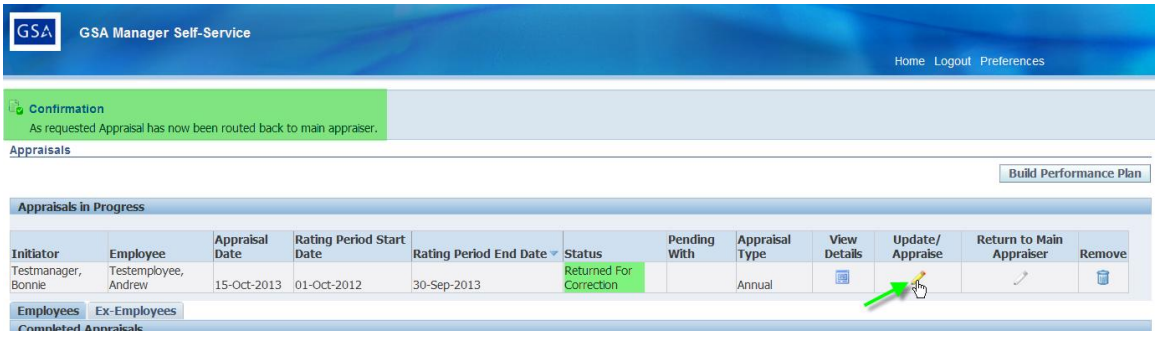
Note the column headings of **Status**, **Pending With**, and **Return to Main Appraiser** from this screen. After submitting an appraisal for 2nd level approval, you'll see that the **Status** is Pending Approval, **Pending With** will show the name of the 2nd level approver, and if for any reason you need to return the appraisal back to yourself as the main appraiser, you can do this by selecting the **Return to Main Appraiser** icon. This is useful in scenarios in which the appraisal was routed to an incorrect 2nd level approver, or the 2nd level approver is unavailable to approve and a new 2nd level approver has been designated.

If you must return the appraisal to the main appraiser, select the Return to Main Appraiser icon.

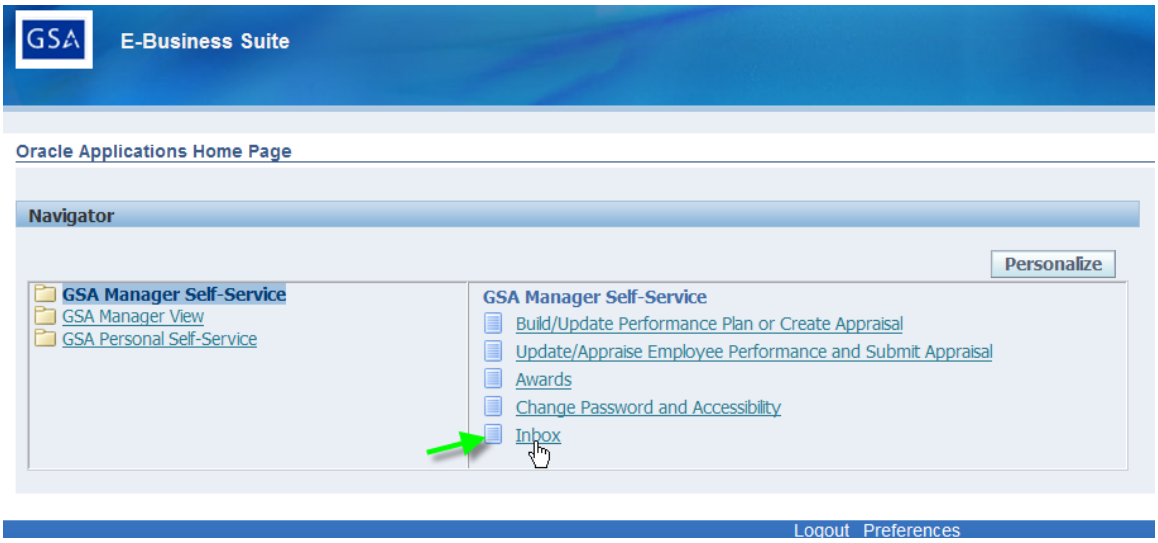


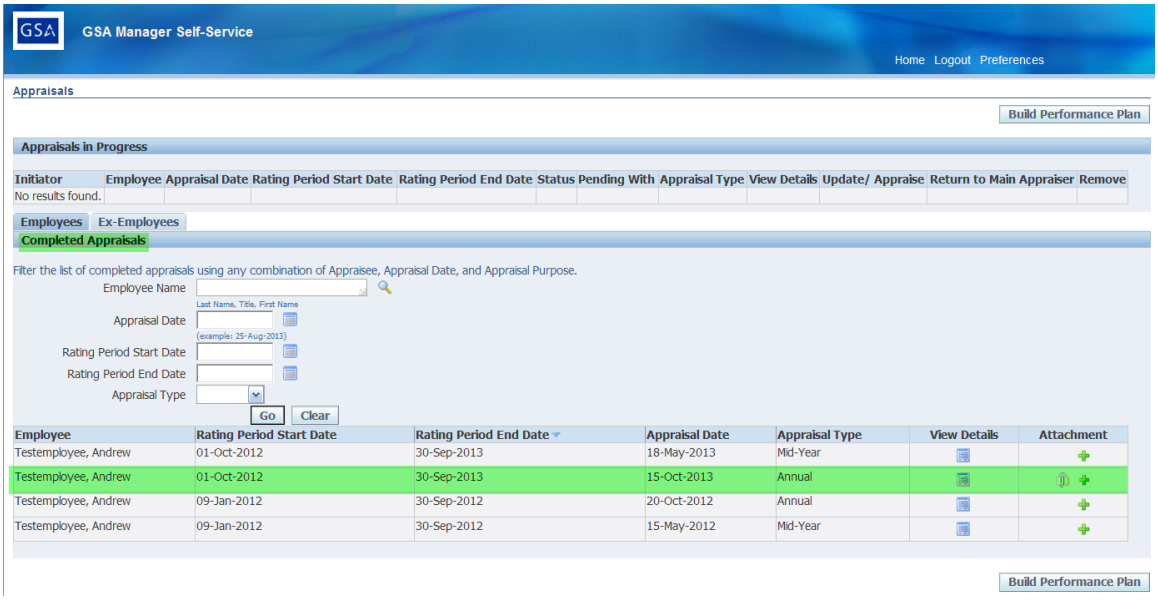
After selecting the icon, a **Warning** message will appear, asking you if you're sure that you want to return the appraisal back to the main appraiser. If you're sure, select the **Yes** button.

A **Confirmation** message appears, confirming that the appraisal has been routed back to the main appraiser. The main appraiser will then see that the status of the appraisal is **Returned for Correction**, and the main appraiser can update the appraisal by selecting the **Update/Appraise** icon.



Once the appraisal has been submitted for approval, the 2nd level approver will receive an email message notifying them that an appraisal requires their action. Once logged into CHRIS, the 2nd level approver can find this notification by selecting **Manager Self-Service → Inbox**. The notification can then be opened and the 2nd level approver can take the appropriate action. If approved by the 2nd level approver, the main appraiser will receive an email notification and can submit the appraisal from **Manager Self-Service → Inbox**. This will complete the approval process. Once the appraisal is completed, it will show under the heading "Completed Appraisals" as shown on the next page of this user guide.



Viewing Completed Appraisals

Once completed, the appraisal will show under the **Completed Appraisals** section. If you attached any files to the appraisal, they will be stored under the Attachment column and can be viewed by selecting the **View Attachments** icon . If you must add attachments to the completed appraisal, you can attach files by selecting the **Add Attachment** icon . Attachments will also be accessible to the appraised employee from **Personal Self-Service → Performance**.